

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
HISTORICAL PRESERVATION & HERITAGE COMMISSION

Old State House - 150 Benefit Street - Providence, RI 02903

Telephone 401-222-2678 Fax 401-222-2968

**RULES AND REGULATIONS
FOR THE USE OF
EISENHOWER HOUSE**

Purpose and Authority

These rules and regulations are issued by the Rhode Island Historical Preservation & Heritage Commission in accordance with Chapter 42-45-12 and 42-35 of the General Laws of Rhode Island. The Commission has responsibility for the management and operation of Eisenhower House, a historic property owned by the State of Rhode Island.

Eisenhower House is an 1873 mansion overlooking the East Passage of Narragansett Bay. The house was built as the Commandant's Residence at Fort Adams, and it was occupied by President Dwight D. Eisenhower in 1958 and 1960 as the Summer White House. Now located within Fort Adams State Park, Eisenhower House is surrounded by broad lawns and commands remarkable views of Newport Harbor to the east and Narragansett Bay to the west.

Use of Eisenhower House must be consistent with the historic nature of the property and the interest of the State of Rhode Island in maintaining the property as an orderly and dignified setting within the state park. Eisenhower House is managed by the Rhode Island Historical Preservation & Heritage Commission, whose offices are at 150 Benefit Street, Providence. For information about Eisenhower House and reservations, contact:

Site Manager
Eisenhower House
Fort Adams State Park
Newport, Rhode Island 02840
401-847-6740 (Fax 401-847-4663)

Facilities and Use

Eisenhower House may be rented for weddings, social events, business meetings, small conferences, clambakes, and large tented events.

Use of the interior of Eisenhower House is restricted to the first floor, which consists of entrance hall, parlor, library, dining room, two rest rooms, and a kitchen area. The kitchen is not licensed by the Rhode Island Department of Health, and cooking is not allowed. At the discretion of the Site

Manager, the kitchen may be used for limited food preparation and warming. The dishwasher is not operable, and caterers are required to clean-up off-site. At the discretion of the Site Manager, the sink may be used for limited rinsing. Fire regulations limit occupancy of the first floor to one hundred (100) people. Events with more than 100 guests or events with dancing will require a tent on the lawn. Seated events inside the House are limited to 50 people.

No fires may be lit in any fireplace, and candles may be lit by prior arrangement only.

No smoking is allowed inside the Eisenhower House.

A tent may be erected on the west lawn adjacent to the House. Depending on the size of the tent, gatherings as large as 2,000 people may be accommodated on the lawn. Portable sanitary facilities must be provided. Providing an adequate tent and sanitary facilities is the responsibility of the Licensee.

All events must end by midnight. The City of Newport noise ordinance is in effect beginning at 10:00 P.M.

Approved Vendors and Personnel

Caterers, florists, musicians, and any other service vendors must be pre-approved at least sixty (60) days in advance of the event. Information about vendors who have previously been approved may be obtained from the Site Manager.

Approved caterers are responsible for the distribution of any and all alcoholic beverages consumed on the property. No cash bars are allowed. No alcohol will be served after the departure of the caterer.

The Site Manager must review and approve the menu for food and beverages served inside Eisenhower House. Foods or beverages deemed likely to damage the house may not be served. Final approval of the menu must take place at least two weeks before the scheduled event. These restrictions will be relaxed for food and beverages served outside only.

A minimum of four (4) waitstaff per one hundred (100) guests must be present to serve and clear. A representative of the Site Manager will be present and in charge during all events and during set-up and clean-up. When a tent is used in addition to the house, two attendants will be required.

Equipment

Any equipment which is brought in for the event (tables, chairs, china, glassware, tents) must be removed from the property by 10:00 A.M. of the following day, unless other arrangements have been made with the Site Manager.

Declarations

The Licensee is responsible for any and all damage done to Eisenhower House property, including damage committed by guests or vendors.

These rules are used as guidance for all events at Eisenhower House; however, management reserves the right to interpret, change, modify, or add to these guidelines as circumstances demand.

The Licensee will be required to sign a rental contract.

Insurance protection for general liability and property damage, with minimum protection of one million dollars (\$1,000,000), shall be in place for all events at Eisenhower House. In addition, at events where alcoholic beverages will be consumed, "host liquor liability" insurance shall be in force with a minimum limit of one million dollars (\$1,000,000). Management at its sole discretion may require either that renters participate in a blanket "tenant user liability insurance policy" (Tulip), or renters may be required to obtain individual insurance coverage for general liability, property, and host liquor liability and provide a certificate of insurance coverage which names the Rhode Island Historical Preservation & Heritage Commission as an additional named insured party. All insurance shall be without deductible or self insure reserve and shall be obtained from insurance companies licensed to do business in the State of Rhode Island.

Caterers and other vendors shall be required to provide certificates of insurance coverage as a condition of their approval.

Fee Schedule

EISENHOWER HOUSE RATES 2002-2003 May through October

Guests	Mon/Thurs	Fri/Sat/Sun	Mon/Thurs
	Private/Corporate	Private/Corporate	Non-Profit/Government
1-50	\$1200	\$1600	\$ 600
51-100	\$1400	\$1800	\$ 800
101-200	\$1700	\$2100	\$1200
201-300	\$2000	\$2400	\$1400
301-500	\$2300	\$2800	\$1600
Over 500	\$2900	\$3200	\$2000

Wedding Ceremony performed on Eisenhower House property is an additional \$250 (unless incorporated into the four-hour rental period).

Rates listed above are for four-hour rentals. Additional hours may be purchased for \$500.00 each.

The serving of liquor is limited to five hours. Bars must be closed 15 minutes prior to the end of the event.

A deposit of \$500.00 and a signed license contract will secure the date. Deposits are non-refundable.

The Licensee is additionally responsible for paying the in-house staff, \$12.50 per hour, for a minimum of eight hours for a four-hour event; additional hours are at the \$12.50 per hour rate. One Staff person is required for an in house event, two when a tent is used. The eight-hour shift allows time for setup and clean up after an event. Payment shall be made by the Licensee directly to the attendant(s) on the day of the event.

The maximum number of people for an in-house event is 100 people. Events with more than 100 guests or events with dancing will require a tent on the lawn. Seated events inside the House are limited to 50 people.

The above rates are for rental of the house and the grounds. A caterer and a tent company must be secured. The Eisenhower House does not supply tables and chairs.

A five hundred dollar (\$500) non-refundable reservation deposit is required to hold the requested date. This deposit will be applied toward the final rental fee. Payment of the balance of the rental fee is required at least sixty (60) days prior to the event.

The Commission reserves the right to require a refundable damage deposit to be remitted at least sixty (60) days prior to the event, and/or a performance bond in an amount the Rhode Island Historical Preservation & Heritage Commission deems necessary.

Checks should be made payable to the State of Rhode Island and sent to Eisenhower House, One Lincoln Drive, Fort Adams State Park, Newport, RI 02840.

Please call for current rates November through April.

EISENHOWER HOUSE RATES 2004
May through October

Guests	Mon/Thurs	Fri/Sat/Sun	Mon/Thurs
	Private/Corporate	Private/Corporate	Non-Profit/Government
1-50	\$1900	\$2300	\$ 700
51-100	\$2100	\$2500	\$ 1000
101-250	\$2500	\$3000	\$1600
250-500	\$3000	\$3500	\$1800
Over 500	\$3500	\$4000	\$2200

Wedding Ceremony performed on Eisenhower House property is an additional \$500 (unless incorporated into the five-hour rental period).

Rates listed above are for five-hour rentals. Additional hours may be purchased for \$500.00 each.

The serving of liquor is limited to five hours. Bars must be closed 15 minutes prior to the end of the event.

A deposit of \$1,000.00 and a signed license contract is required to secure a date for Friday, Saturday, or Sunday. A deposit of \$500 and a signed license contract is required to secure a date Monday through Thursday. Deposits are non-refundable. This deposit will be applied toward the final rental fee. Payment of the balance of the rental fee is required at least sixty (60) days prior to the event.

The Commission reserves the right to require a refundable damage deposit to be remitted at least sixty (60) days prior to the event, and/or a performance bond in an amount the Rhode Island Historical Preservation & Heritage Commission deems necessary.

Checks should be made payable to the State of Rhode Island and sent to Eisenhower House, One Lincoln Drive, Fort Adams State Park, Newport, RI 02840.

The Licensee is additionally responsible for paying the in-house staff, \$14 per hour, for a minimum of nine (9) hours for a five-hour event; additional hours are at the \$14 per hour rate. One Staff person is required for an in house event, two are required when a tent is used for less than 300 guests. Events of 300 guests or more will require additional staff. The nine-hour shift allows time for setup and clean up after the conclusion of the event. Payment shall be made by the Licensee directly to the attendant(s) on the day of the event.

The maximum number of people for an in-house event is 100 people. Events with more than 100 guests or events with dancing will require a tent on the lawn. Seated events inside the House are limited to 50 people.

The above rates are for rental of the house and the grounds. A caterer and a tent company must be secured. The Eisenhower House does not supply tables and chairs.

Please call for current rates November through April.

Additional Provisions of these Rules

1. Petitions for rulemaking: promulgation, amendment or repeal

Any interested person may petition the Licensor requesting promulgation, amendment, or repeal of any rule. Requests shall be in writing (typed) and shall include the name, address, daytime telephone number, date, and written signature of the petitioner. The request shall include a statement of what action is requested and wording for a proposed or amended rule in its entirety. All petitions shall be heard by the R.I. Historical Preservation & Heritage Commission, which shall notify the petitioner within thirty (30) days of its disposition of the petition. If the Commission is unable to dispose of the petition within thirty days, the Chairman is authorized to deny the petition without prejudice and place the petition on the agenda for the next Board meeting.

2. Severability

If any section or provision of these rules is held invalid by a court of competent jurisdiction, the remaining sections or provisions of these rules shall not be affected thereby.

DATE ADOPTED: May 8, 2002

(Replaces previous rule adopted January 17, 2001)